



DISTRICT OF COLUMBIA
PUBLIC SCHOOLS

Office of the Chief Academic Officer

September 2009

Secondary School Mark Timeline SY 2009-2010

Version 02

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1st Term Progress Reports & Deficiency Notices

Monday Sept. 21:	Teachers submit reports/notices via STARS by 11:59 pm.
Sept. 22-24:	Schools print and prepare reports for mailing.
Fri., Sept. 25:	Mid-term Envelopes postmarked.

1st Term Report Cards

Oct. 26-29:	Finals/Midterms
Thurs., Oct. 29:	Last day of first Term.
Fri. Nov. 6	Teachers enter marks via STARS by 11:59 pm.
Mon., Nov. 9:	Principals <ol style="list-style-type: none">1) Print missing mark report from STARS2) Review mark entry reports,3) Resolve any missing grades,
Nov 10-13:	Schools print and prepare reports for mailing.
Fri., Nov. 13:	Envelopes postmarked.

2nd Term Progress Reports & Deficiency Notices

Mon., Nov. 30:	Teachers submit reports/notices via STARS by 11:59 pm.
Dec 1-3:	Schools print and prepare reports for mailing.
Fri., Dec 4:	Mid-term Envelopes postmarked.
Mon., Dec 7:	Parent Conference Day

1st Semester (2nd Term) Report Cards

Jan 19-22:	Finals/Midterms
Fri., Jan. 22:	Last day of first Semester (2 nd Term).
Fri. Jan 29:	Teachers enter marks via STARS by 11:59 pm.
Mon., Feb. 1:	Principals <ol style="list-style-type: none">1) Print missing mark report from STARS2) Review mark entry reports,3) Resolve any missing grades,
Feb. 2-5:	Schools print and prepare reports for mailing.
Fri., Feb 5:	Envelopes postmarked.

3rd Term Progress Reports & Deficiency Notices

Wed., Feb. 17:	Teachers submit reports/notices via STARS by 11:59 pm.
Feb. 18-22:	Schools print and prepare reports for mailing.
Tues., Feb. 23:	Mid-term Envelopes postmarked.
Mon., March 1:	Parent Conference Day

3rd Term Report Cards

Mon.-Fri., March 22-26:	Finals/Midterms
Fri., March 26:	Last day of 3 rd Term.
Mon., April 12:	Teachers enter marks via STARS by 11:59 pm.
Tues., April 13:	Principals <ol style="list-style-type: none">1) Print missing mark report from STARS2) Review mark entry reports,3) Resolve any missing grades,
April 14-19:	Schools print and prepare reports for mailing.
Mon. April 19:	Envelopes postmarked.

Spring Notification of Potential NON-graduates (per DCMR V. 2204)

Wed. April 7:	Principals give list of potential June graduates to teachers.
Monday, April 12:	Teachers indicate students who are at risk of failing a course and return the lists to the principal by close of business .
Tues.-Wed., April 13-14:	Counselors <ol style="list-style-type: none">1) Evaluate the lists,2) Identify all students who are at risk of failing to graduate in June3) Provide a final list to the principal by 4pm.
Thurs., April 15:	School offices produce notification letters to potential non-graduates and e-mail the final list to Instructional Superintendent by 4pm .
Tues., April 20:	Envelopes postmarked

4th Term Progress Reports & Deficiency Notices for GRADUATING Students

Mon., April 26:	Teachers submit reports/notices via STARS by 11:59 pm.
Tues.-Thurs., April 27-29:	Schools print and prepare reports for mailing.
Fri. April 30:	Mid-term Envelopes postmarked.

4th Term Progress Reports & Deficiency Notices for NONGRADUATING Students

Wed., May 5:	Teachers submit reports/notices via STARS by 11:59 pm.
May 6-10:	Schools print and prepare reports for mailing.
Tues., May 11:	Envelopes postmarked.
Fri., May 17:	Parent Conference Day

2nd semester (4th Term) Grades for GRADUATING STUDENTS

May 24-28:	Finals for graduating students
Tues., June 1:	Teachers enter marks for graduating students via STARS by 11:59 pm.
Wed June 2:	Principals <ol style="list-style-type: none">1) Print missing mark report from STARS2) Review mark entry reports,2) Resolve any missing grades,
Thurs, June 3	Final GPA and Rank run for graduates
June 6-13	Graduation Ceremonies

2nd semester (4th Term) Report Cards

June 14-18:	Finals
Fri., June 18:	Last day of 2 nd Semester (4 th Term).
Fri., June 18:	Teachers enter marks via STARS by 11:59 pm.
Mon. June 21:	Principals <ol style="list-style-type: none">1) Print missing mark report from STARS2) Review mark entry reports,3) Resolve any missing grades,
June 23-25:	Schools print and prepare reports for mailing.
Friday June 25:	Envelopes postmarked